

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

ADM025681 - Admitting/Discharge Clerk

Ministry: Executive Government>073 Corrections Policing and Public Safety

Grade and Job: SGEU.05., PDP - SGEU

Salary Range: \$24.079-\$30.174

Rate Approved: \$30.174 per hour

Key Responsibilities of position:

The Admitting/Discharge Clerk will perform clerical duties for the Admitting/Discharge area of the centre including: record keeping, making and maintaining active and inactive inmate files, and serving as a main contact person responsible for providing sentence information to staff and outside agencies. Our candidate of choice will be a flexible and highly motivated individual who enjoys a fast-paced challenging environment with diverse job expectations. Your knowledge of applicable computer hardware and software applications, CJIMS, and terminology is essential.

Completion of Grade 12 supplemented by one year business college or two years related office experience. You will have knowledge of:

- applicable computer hardware and software applications specifically Microsoft Office and CJIMS software;
- modern office practices and procedures; and
- warrants and other legal documents and sentence calculations.

Qualifications of person Appointed:

- 13 years' experience including record management;
- Knowledge of government software as well as relevant protocols and policies; and
- Executive Assistant Diploma.

Submit challenges to staffing@gov.sk.ca

Closing Date: December 27, 2025